

Calibrated PMES Sprint1 User Guide



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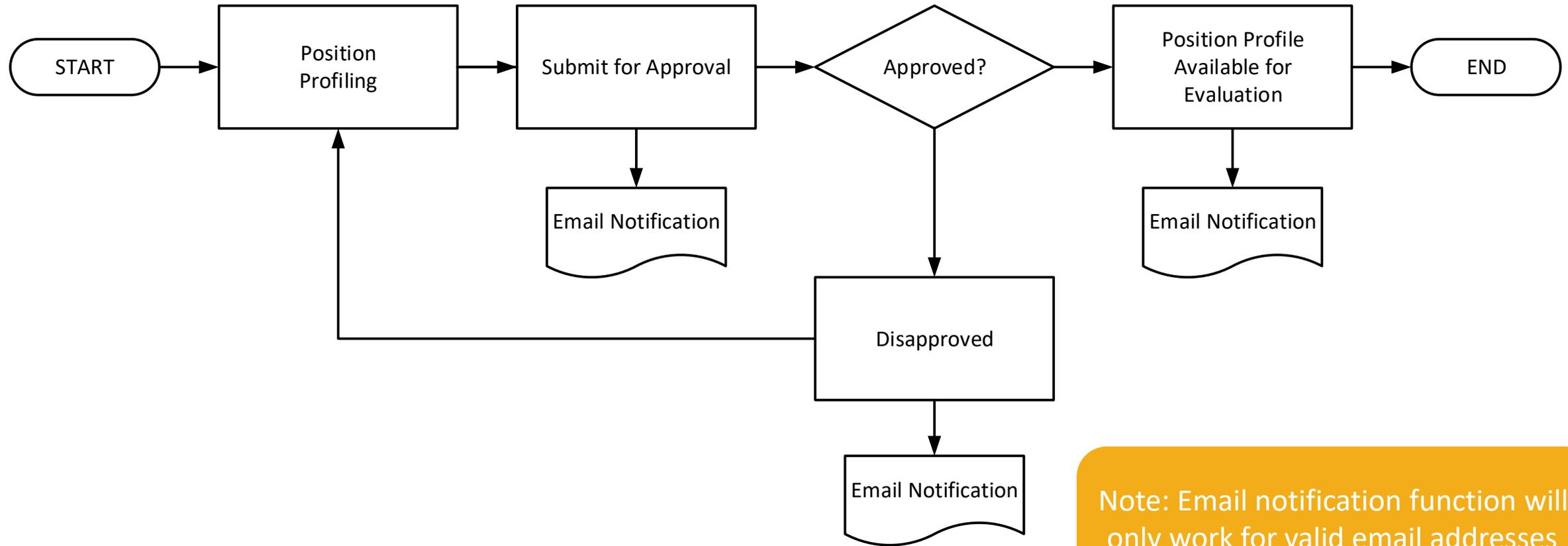
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A. Calibrated PMES General Process Flow



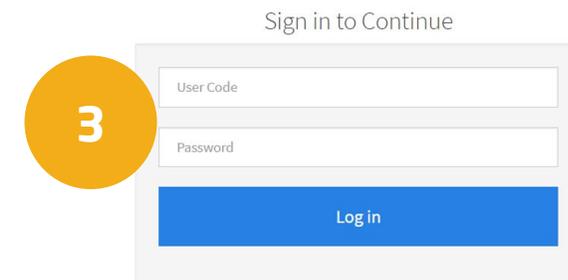
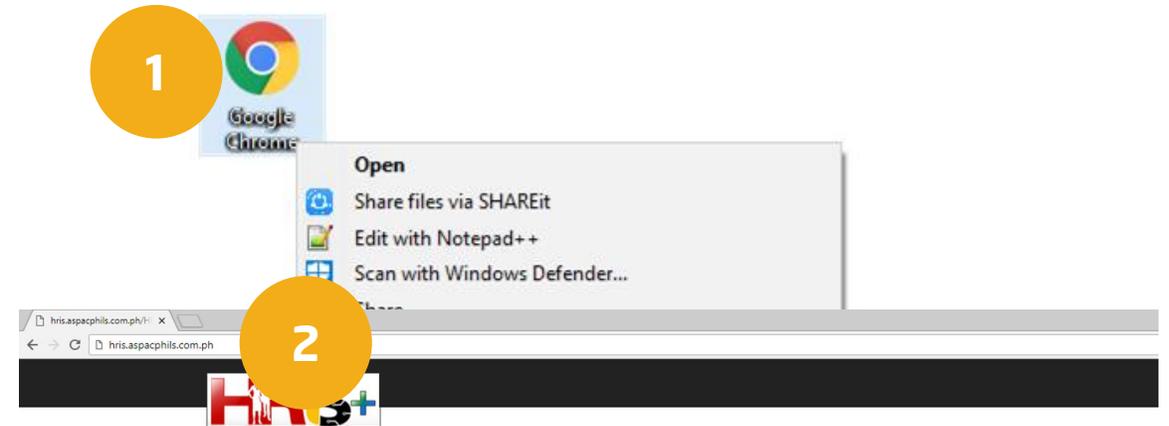
B. Process Flow for Position Profile



Note: Email notification function will only work for valid email addresses registered in the system.

C. Accessing HRIS + System

1. Open **Chrome Browser**
2. Enter URL:
<http://hris.aspacphils.com.ph>
3. Enter your **credentials** and click the **Log In** button

A screenshot of the HRIS login page. The page title is 'Sign in to Continue'. There are two input fields: 'User Code' and 'Password'. Below the fields is a blue 'Log in' button. A yellow circle with the number '3' is positioned to the left of the login form.

D. Draft Position Profile



1. Go to **PMES** tab of HRIS+ menu bar then select the **Position Profile** menu.
2. Click the **Create New Position Profile** button.

PMES - Position Profile

SUBMITTED

Date Created	Position Name	Position Level	DCRF No.	Status
No result (0 found)				

Human Resources Information System Plus 2016
Version 2.0

Note: Only the following employee/employee levels can access this module:

- Division Head
- Department Head
- Section Head



3. In the Select Position Title section, select the **Department** from the drop-down menu.
4. Select the **Division** from the drop-down menu.
5. Select the **Position Title** from the drop-down menu.

Select Position Title

Progress indicator: 1st bar highlighted in blue, 2nd and 3rd bars in grey.

Department *

INFORMATION TECHNOLOGY 3 ▼

Division *

SOFTWARE DEVELOPMENT 4 ▼

Position Title *

TECHNICAL SUPPORT 5 ▼

DCRF Number

TEST 12345



6. Input **DCRF Number** of the Job Description (JD) for this Position Profile.
7. Input **Position Summary**.
8. Click **Next** button.

HRIS+

Home Applications Approvals PMES Employee Info

Division
SOFTWARE DEVELOPMENT

Position Title *
TECHNICAL SUPPORT

DCRF Number
TEST 12345

Position Summary *
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Next



9. In the **Individual Contributor Role** tab, click **Add New Work Activity** button.



10. Input the following data respectively:
- **Work Activity**
 - **Enabling Output**
 - **Terminal Output**

New Position Profile

Define Work Activities - TECHNICAL SUPPORT

Individual Contributor Role Team Contributor Role

Work Activities	Enabling Outputs	Terminal Outputs
<p> Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.</p>	<p> Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.</p>	<p> Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.</p>



The screenshot displays a software interface with three tabs: 'Work Activities', 'Enabling Outputs', and 'Terminal Outputs'. The 'Work Activities' tab is active, showing three text boxes with placeholder text. A blue button with a minus sign is visible. Below the tabs, a large orange circle with the number '11' is overlaid on the interface. To the right, a 'Competencies' section is visible, with the instruction 'Select the applicable competencies for this work activity'. The list of competencies includes: Customer Focus (checked), Accountability (checked), Professional Knowledge (unchecked), Adaptability (unchecked), Stress Management (unchecked), Effective Communication (unchecked), Teamwork (checked), Analytic/Critical Thinking/Sound Judgement (unchecked), Innovation/Creativity (unchecked), Values and Ethics (unchecked), Self-Management/Self-Development (unchecked), Compliance (unchecked), and Planning and Organizing (unchecked). At the bottom of the interface, there is a blue button labeled 'Add New Work Activity' with a large orange circle containing the number '12' overlaid on it. There are also 'Previous' and 'Next' buttons at the bottom corners.

11. Select **Applicable Competencies** for the highlighted Work Activity.

12. To add more Work Activities, click the **Add New Work Activity** button located at the bottom of the screen and follow steps 9 – 11 above.

Individual Contributor Role

Team Contributor Role

13

Position Profiling

Performance Evaluation

Reports Generation

Work Activities

Enabling Outputs

Terminal Outputs

13. Click **Team Contributor Role** tab.
14. Click **Add New Work Activity** button located at the bottom of the screen.

Competencies
Select the applicable competencies for this work activity

Add New Work Activity

14



Individual Contributor Role

Team Contributor Role

15

Work Activities	Enabling Outputs	Terminal Outputs
Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	ed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae

16

Competencies

Select the applicable competencies for this work activity

- Customer Focus
- Accountability
- Professional Knowledge
- Adaptability
- Stress Management
- Effective Communication
- Teamwork
- Analytic/Critical Thinking/Sound Judgement
- Innovation/Creativity
- Values and Ethics
- Self-Management/Self-Development
- Compliance
- Planning and Organizing

15. Input the following data respectively:

- **Work Activity**
- **Enabling Output**
- **Terminal Output**

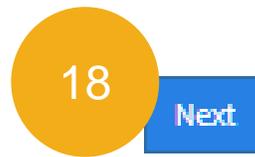
16. Select **Applicable Competencies** for the highlighted Work Activity.



A screenshot of a web interface for role configuration. At the top, there are three tabs: 'Individual Contributor Role', 'Team Contributor Role', and 'Supervisory Contributor Role'. A large orange circle with the number '17' is overlaid on the 'Supervisory Contributor Role' tab. Below the tabs, there are three columns: 'Work Activities', 'Enabling Outputs', and 'Terminal Outputs'. Under 'Work Activities' is a box containing 'Preparation of training manuals for users'. Under 'Enabling Outputs' is a box containing 'Functional and bug-free application'. Under 'Terminal Outputs' is a box containing 'Administrator Manual' and 'User Manual'. To the right of these boxes is a blue button with a minus sign. On the far right, a dropdown menu is open, showing a list of competencies under the heading 'Competencies'. The list includes: Customer Focus, Accountability, Professional Knowledge, Adaptability, Stress Management, Effective Communication, Teamwork, Analytic/Critical Thinking/Sound Judgement, Innovation/Creativity, Values and Ethics, Self-Management/Self-Development, Compliance, Planning and Organizing, Leadership/ Management Skills, Strategic Thinking, and Entrepreneurial Thinking. The last three items are checked and highlighted with a blue box.

17. For **Supervisory Contributor Role**, apply similar steps from the **Individual and Team Contributor Roles** above.

18. Click **Next** button located at the bottom of the screen.



Note: There are a total of thirteen (13) competencies for all **General Staff** and an additional three (3) for **Supervisors and Managers**.



New Position Profile

Input Competency Weights - SOFTWARE DEVELOPER

19

Save as Draft

Submit for Approval

Competencies	Weight
Customer Focus	<input type="text" value="0"/> <input type="range"/>
Accountability	<input type="text" value="0"/> <input type="range"/>
Professional Knowledge	<input type="text" value="0"/> <input type="range"/>
Adaptability	<input type="text" value="0"/> <input type="range"/>

Competency Weights					
Customer Focus					
Accountability					
Professional Knowledge					
Adaptability					
Stress Management					
Effective Communication					
Teamwork					
Analytic/Critical Thinking/Sound Judgement					
Innovation/Creativity					
Values and Ethics					
Self-Management/Self-Development					
Compliance					

19. In the **Input Competency Weights** section, you may click the **Save as Draft** button to save your progress.



20. In the Competency Weights section, input the respective **Competency Weights** by inputting numerical figures or dragging the sliders.

Note: Non-applicable competencies are grayed-out automatically and cannot be edited.

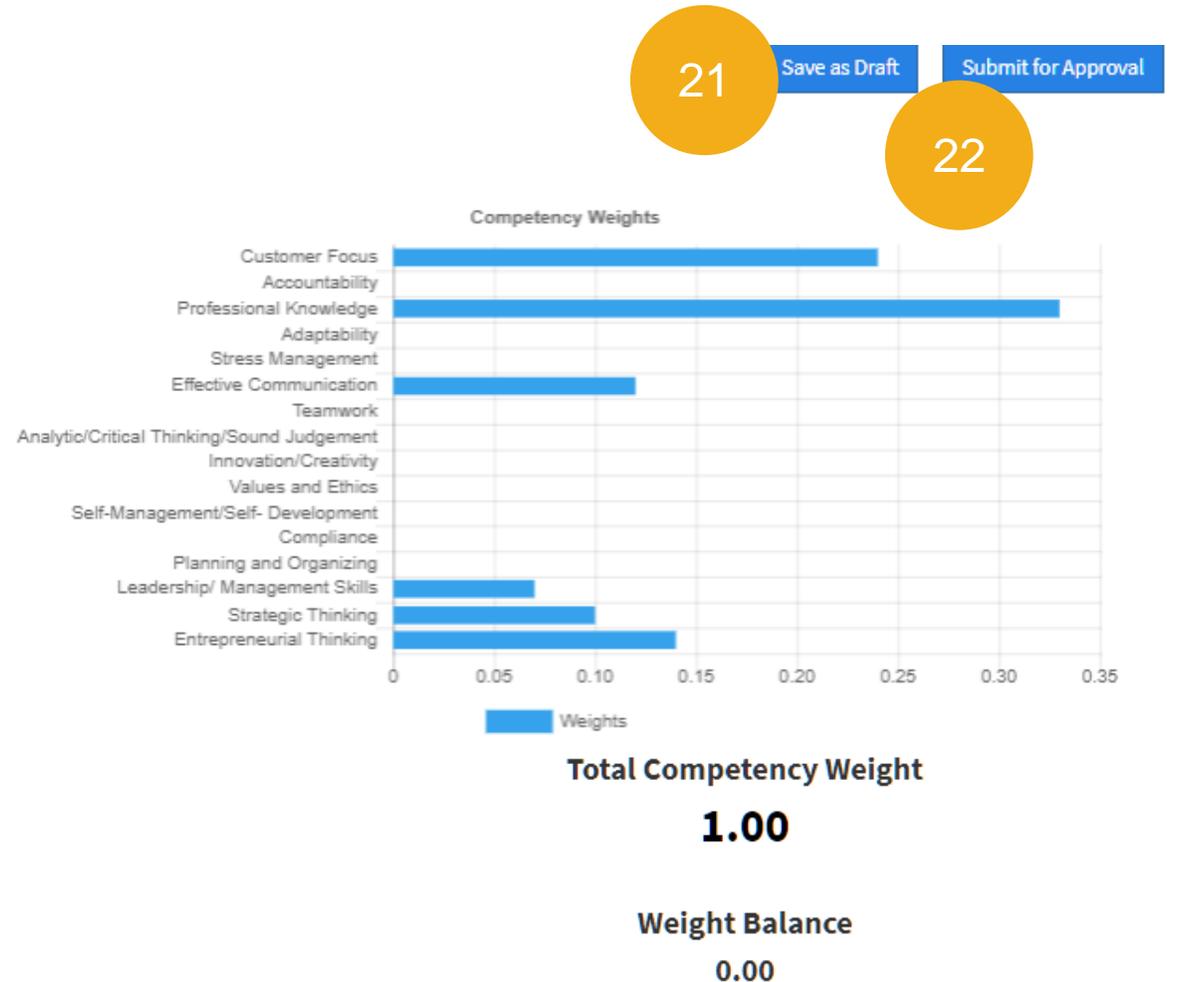
Competencies	Weight
Customer Focus	<input type="text" value="0"/> <input type="range"/>
Accountability	<input type="text" value="0"/> <input type="range"/>
Professional Knowledge	<input type="text" value="0"/> <input type="range"/>
Adaptability	<input type="text" value="0"/> <input type="range"/>
Stress Management	<input type="text" value="0"/> <input type="range"/>
Effective Communication	<input type="text" value="0"/> <input type="range"/>
Teamwork	<input type="text" value="0"/> <input type="range"/>
Analytic/Critical Thinking/Sound Judgement	<input type="text" value="0"/> <input type="range"/>
Innovation/Creativity	<input type="text" value="0"/> <input type="range"/>
Values and Ethics	<input type="text" value="0"/> <input type="range"/>
Self-Management/Self- Development	<input type="text" value="0"/> <input type="range"/>
Compliance	<input type="text" value="0"/> <input type="range"/>
Planning and Organizing	<input type="text" value="0"/> <input type="range"/>
Leadership/ Management Skills	<input type="text" value="0"/> <input type="range"/>
Strategic Thinking	<input type="text" value="0"/> <input type="range"/>
Entrepreneurial Thinking	<input type="text" value="0"/> <input type="range"/>

20

When configuring the Competency Weights:

- Graph will update in real time.
- Total Competency Weight will be computed in real time.
- Total Competency Weight must always equal 1.00. Any balances will be shown under **Weight Balance**.

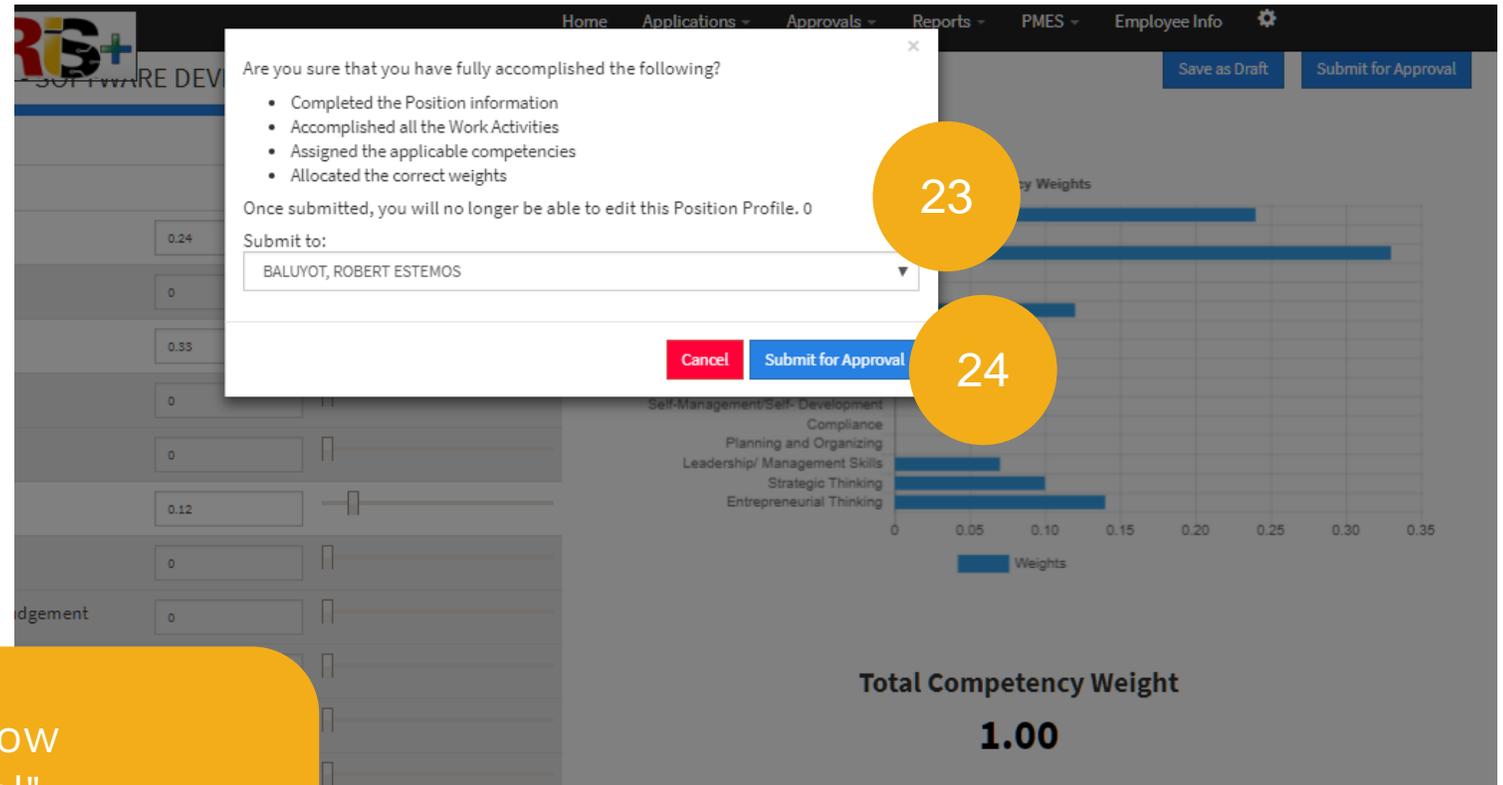
21. Click **Save as Draft** button.
22. Click **Submit for Approval** button.





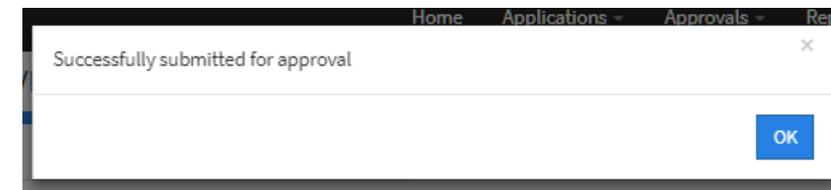
23. In the pop-up window that will appear, select **Approver** in the drop-down menu.

24. Click **Submit for Approval** button.



Note: System will display a pop-up window "Successfully submitted for approval"

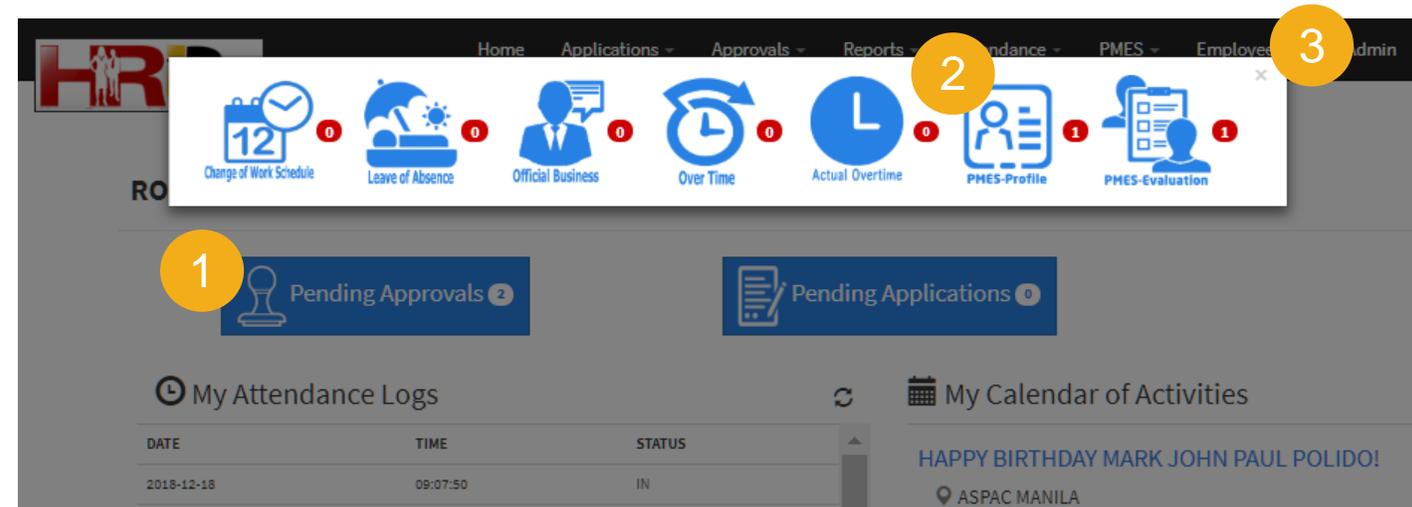
Then system will notify the Department Head via email.



E. Disapprove Position Profile



1. Click **Pending Approvals** button.
2. In the icons list that will appear, click **PMES-Profile** button
3. Hit **X** button.



Note: Only the Department Head has the authority to approve or disapprove the submitted Position Profile.



PMES - Position Profile

Date Created	Position Name	Position Level	DCRF No.	Status	
2019-01-11	SOFTWARE DEVELOPER	SUPERVISOR/MANAGER	TEST12345	FOR APPROVAL	FOR MY APPROVAL 4 5 View

4. In the **PMES-Position Profile** section, select **FOR MY APPROVAL** status from the drop-down menu.

5. Click the **View** button of the target Position Profile.

Human Resources Information System Plus 2016
Version 2.0

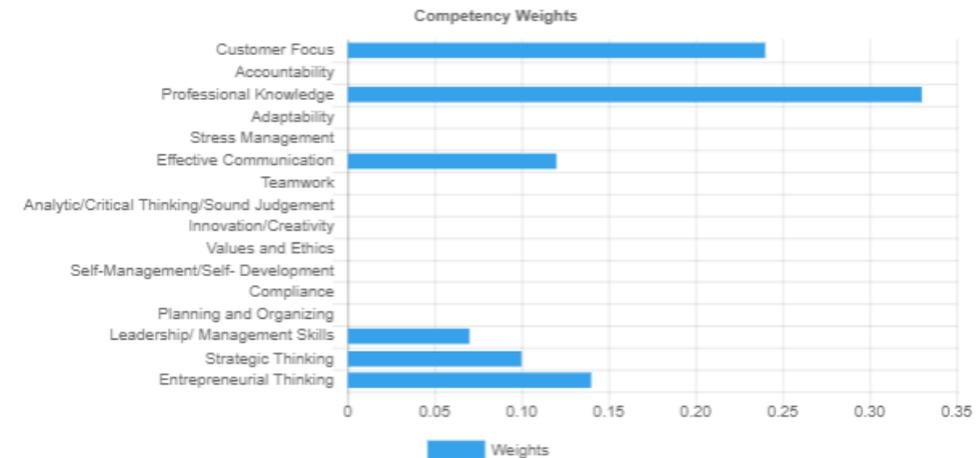


Input Competency Weights - SOFTWARE DEVELOPER

Save Edit Approve Disapprove

6

6. Review the **Position Profile** section and the **Define Work Activities** section. If unsatisfied, click the **Disapprove** button.
7. In the pop-up window that will appear, input the **reasons for disapproval**.
8. Click **Disapprove** button



Home Applications Approvals Reports Attendance PMES Employee

You are about to disapprove this Position Profile. Please state the reasons why and any instructions for correction.

Cancel Disapprove

Note: Once disapproved, system will notify the Division Head via email.

F. Edit Disapproved Position Profile



PMES - Position Profile

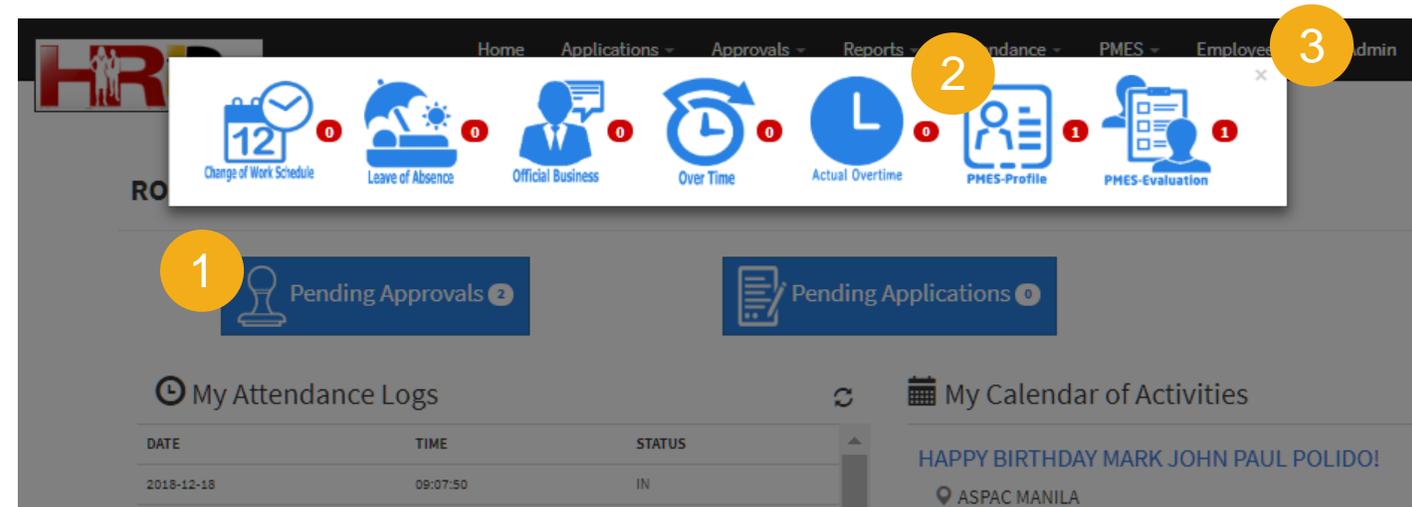
Date Created	Position Name	Position Level	DCRF No.	Status	
2019-01-11	SOFTWARE DEVELOPER	SUPERVISOR/MANAGER	TEST12345	DRAFT	View
		SUPERVISOR/MANAGER		DRAFT	View

1. Go to **PMES** tab of HRIS+ menu bar then select the **Position Profile** menu.
2. Select **DRAFT** status from the drop-down menu.
3. Click the **View** button of the target Position Profile.
4. Repeat the steps from D. Drafting the Position Profile above. Edit as necessary.

G. Approve Position Profile



1. Click **Pending Approvals** button.
2. In the icons list that will appear, click **PMES-Profile** button
3. Hit **X** button.



Note: Only the Department Head has the authority to approve or disapprove the submitted Position Profile.



PMES - Position Profile

Date Created	Position Name	Position Level	DCRF No.	Status	
2019-01-11	SOFTWARE DEVELOPER	SUPERVISOR/MANAGER	TEST12345	FOR APPROVAL	<div style="text-align: right;">FOR MY APPROVAL ▾ 4 5 View</div>

4. In the **PMES-Position Profile** section, select **FOR MY APPROVAL** status from the drop-down menu.

5. Click the **View** button of the target Position Profile.

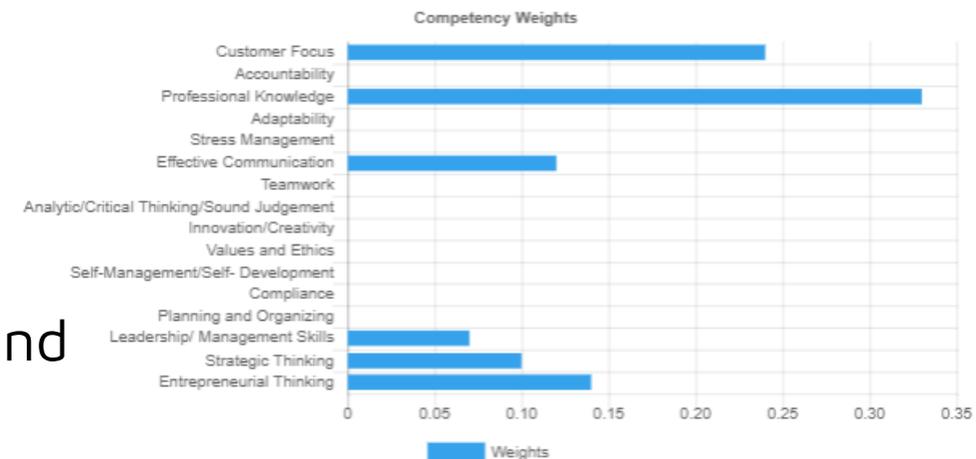
Human Resources Information System Plus 2016
Version 2.0



Input Competency Weights - SOFTWARE DEVELOPER

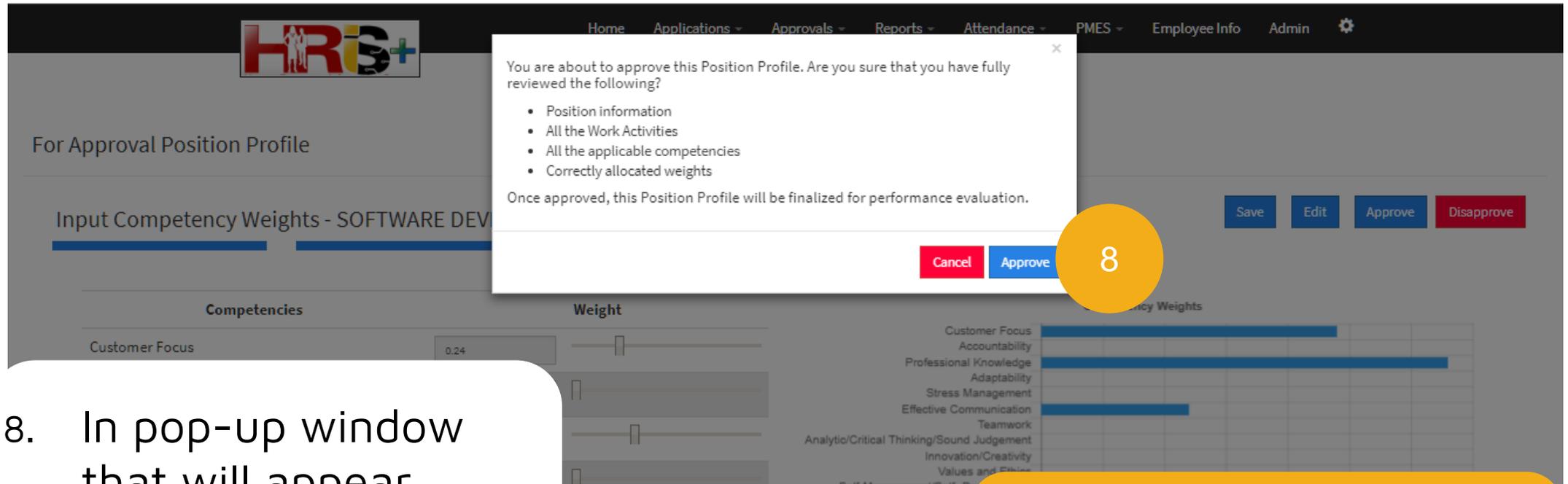
Competencies	Weight
Customer Focus	0.24
Accountability	0
Professional Knowledge	0.33
Adaptability	0

6 7



Total Competency Weight
1.00

- Review the **Position Profile** section and the **Define Work Activities** section then, as an option to further edit, click **Edit** button to update the competency weights by inputting numerical figures or dragging the sliders.
- Click **Approve** button.



8. In pop-up window that will appear, click the **Approve** button.

Note: Once Approved, system will notify the Division Head via email.

H. Clone Position Profile



PMES - Position Profile

APPROVED

Date Created	Position Name	Position Level	DCRF No.	Status	
2018-12-18	SOFTWARE DEVELOPER	SUPERVISOR/MANAGER		APPROVED	View Clone Profile
		GENERAL STAFF		APPROVED	View Clone Profile

1. Go to **PMES** tab of HRIS+ menu bar then select the **Position Profile** menu.
2. Select **APPROVED** status from the drop-down menu.
3. Click **Clone Profile** button of the target Position Profile.

Note: Approved Position Profiles can be cloned to easily create an updated Position Profile.



HRIS+

Home Applications Approvals Reports PMES Employee Info

PMES - Position Profile

Create New Position Profile

You are about to clone this Position Profile. This will create a copy of the current profile which you can save or edit as a separate Position Profile.

Position Profile from: SOFTWARE DEVELOPER

Position Profile to: [dropdown menu]

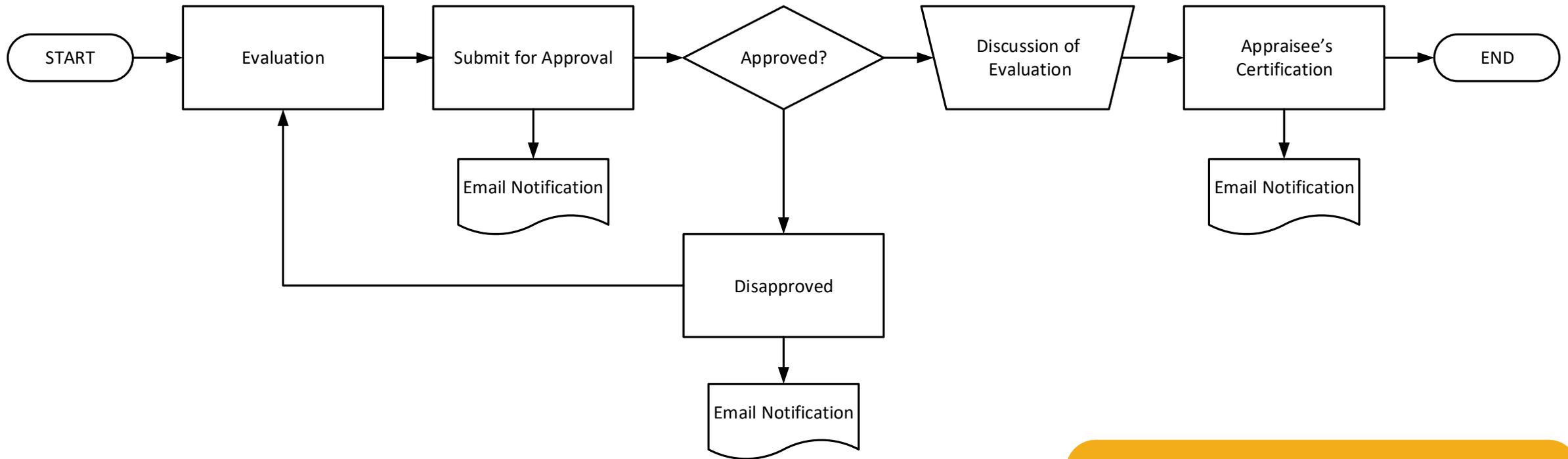
Cancel Clone this Profile

Date Created	Position Name	Position Level	DCRF No.	Status
2018-12-18	SOFTWARE DEVELOPER	SUPERVISOR/MANAGER		APPROVED
2018-12-20	TECHNICAL SUPPORT	GENERAL STAFF		APPROVED

4. In the pop-up window that will appear, from the drop-down menu, select the **Position Profile** to clone to.
5. Click **Clone this Profile** button.

Note: Approved Position Profiles can be cloned to easily create a new Position Profile.

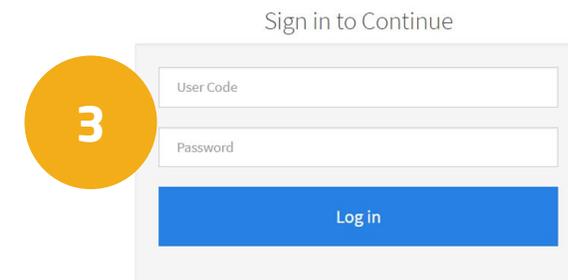
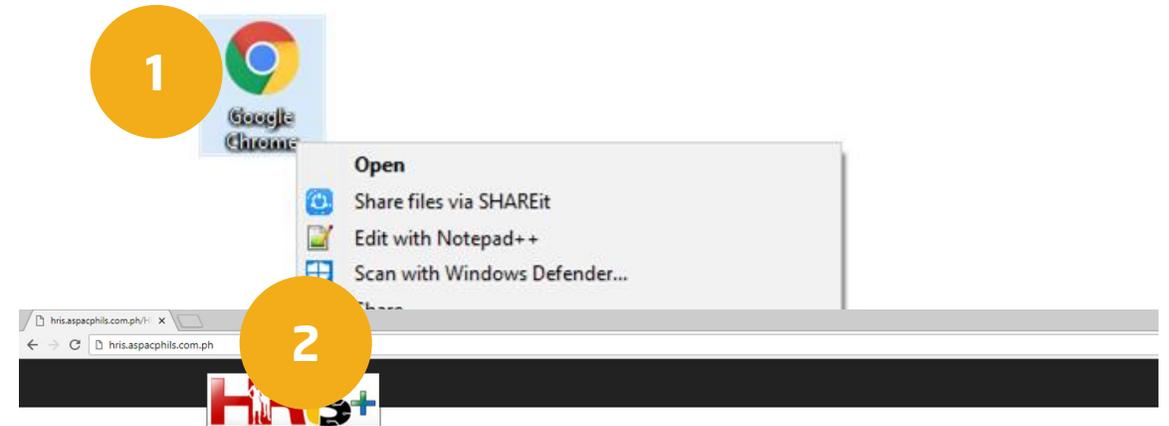
I. Process Flow for Performance Evaluation



Note: Email notification function will only work for valid email addresses registered in the system.

J. Accessing HRIS + System

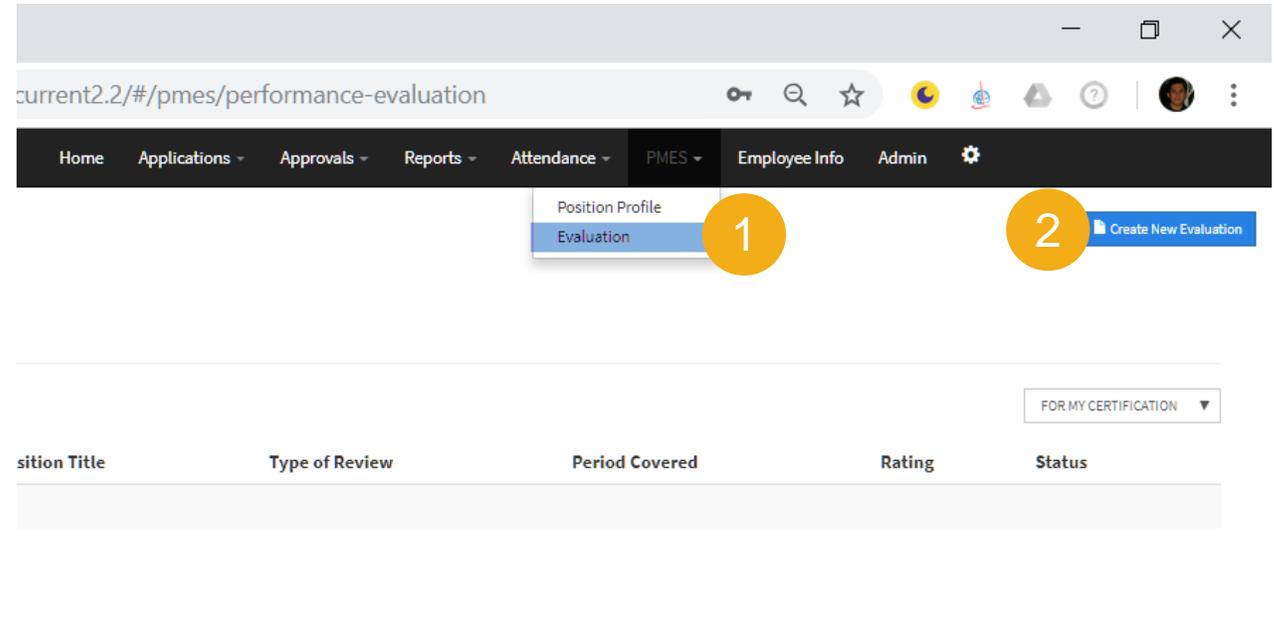
1. Open **Chrome Browser**
2. Enter URL:
<http://hris.aspacphils.com.ph>
3. Enter your **credentials** and click the **Log In** button

A screenshot of the HRIS+ login page. The page title is 'Sign in to Continue'. There are two input fields: 'User Code' and 'Password'. Below the fields is a blue 'Log in' button. A yellow circle with the number '3' is positioned to the left of the login form.

K. Draft Performance Evaluation



1. Go to **PMES** tab of HRIS+ menu bar then select the **Evaluation** menu.
2. Click the **Create New Evaluation** button.



Note: Only the following employee/employee levels can access this module:

- Division Head
- Department Head



3. In the Employee field, input the target **Employee Name** or **ID number** for evaluation.
4. In the Position Profile field, type the **Position Profile**. Matching Position Titles will appear as you type.

Note: System will automatically display the Department.

New Evaluation

Select Appraisee and Position Profile

Employee *

18-046 JOEY BONG PALMIANO

3

Position Profile *

BUSINESS ANALYST 2019-01-12 | 09:06:39

4

Department *

INFORMATION TECHNOLOGY DEPARTMENT

Type of Review *

Annual

Review Period *

01/01/2018

12/31/2018



5. In the Type of Review field, select the **Type of Review** from the drop-down menu.
6. In the Review Period fields, input the **Date From** and **Date To** using the mini calendar.
7. Click **Next** button.

New Evaluation

Select Appraiser and Position Profile

Employee *
18-046 JOEY BONG PALMIANO

Position Profile *
BUSINESS ANALYST 2019-01-12 | 09:06:39

Department *
INFORMATION TECHNOLOGY DEPARTMENT

Type of Review *
Annual 5 ▾

6 **Review Period ***
01/01/2018 12/31/2018

7 [Next](#)



8. In the Rate Competencies section, click **Rate Work Activities** button a specific competency from the list.

9. In the window that will appear, input raw scores for each work activity under **Individual/ Team/ Supervisory Contributor Roles** for the specific competency by inputting numerical figures or dragging the sliders (Stars).

1. Customer Focus - Satisfies internal and/or external customer's expectations by delivering services to the highest possible quality standard and maintaining a level of efficiency

RATING:

★ ★ ★ ★ ★

REMARKS:

Rate Work Activities

Insert Notes as Remarks

Customer Focus

Satisfies internal and/or external customer's expectations by delivering services to the highest possible quality standard and maintaining a level of efficiency

Individual Contributor Roles

Work Activity	Enabling Output	Terminal Output	Rating	Notes	
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce at nisl eu enim pretium sagittis. Aliquam fringilla, justo eu rutrum aliquam, est felis vestibulum est, id finibus arcu nisi quis lacus.	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce at nisl eu enim pretium sagittis. Aliquam fringilla, justo eu rutrum aliquam, est felis vestibulum est, id finibus arcu nisi quis lacus.	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce at nisl eu enim pretium sagittis. Aliquam fringilla, justo eu rutrum aliquam, est felis vestibulum est, id finibus arcu nisi quis lacus.	3	★ ★ ★ ★ ★	Lorem ipsum dolor sit amet,

Team Contributor Roles

Work Activity	Enabling Output	Terminal Output	Rating	Notes	
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce at nisl eu enim pretium sagittis. Aliquam fringilla, justo eu rutrum aliquam, est felis vestibulum est, id finibus arcu nisi quis lacus.	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce at nisl eu enim pretium sagittis. Aliquam fringilla, justo eu rutrum aliquam, est felis vestibulum est, id finibus arcu nisi quis lacus.	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce at nisl eu enim pretium sagittis. Aliquam fringilla, justo eu rutrum aliquam, est felis vestibulum est, id finibus arcu nisi quis lacus.		★ ★ ★ ★ ★	

Supervisory Contributor Roles

Work Activity	Enabling Output	Terminal Output	Rating	Notes	
Lorem ipsum dolor sit amet, consectetur	Lorem ipsum dolor sit amet, consectetur	Lorem ipsum dolor sit amet, consectetur		★ ★ ★ ★ ★	



10. Input **Notes** to justify the raw scores.

Note: Notes are mandatory for the following ratings:

- Poor
- Unsatisfactory
- Very Satisfactory
- Outstanding

Customer Focus
Satisfies internal and/or external customer's expectations by delivering services to the highest possible quality standard and maintaining a level of efficiency

Individual Contributor Roles

Work Activity	Enabling Output	Terminal Output	Rating	Notes
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce at nisl eu enim pretium sagittis. Aliquam fringilla, justo eu rutrum aliquam, est felis vestibulum est, id finibus arcu nisi quis lacus.	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce at nisl eu enim pretium sagittis. Aliquam fringilla, justo eu rutrum aliquam, est felis vestibulum est, id finibus arcu nisi quis lacus.	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce at nisl eu enim pretium sagittis. Aliquam fringilla, justo eu rutrum aliquam, est felis vestibulum est, id finibus arcu nisi quis lacus.	3	★★★★☆ Lorem ipsum dolor sit amet.

Team Contributor Roles

Work Activity	Enabling Output	Terminal Output	Rating	Notes
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce at nisl eu enim pretium sagittis. Aliquam fringilla, justo eu rutrum aliquam, est felis vestibulum est, id finibus arcu nisi quis lacus.	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce at nisl eu enim pretium sagittis. Aliquam fringilla, justo eu rutrum aliquam, est felis vestibulum est, id finibus arcu nisi quis lacus.	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce at nisl eu enim pretium sagittis. Aliquam fringilla, justo eu rutrum aliquam, est felis vestibulum est, id finibus arcu nisi quis lacus.	3	★★★★☆ Lorem ipsum dolor sit amet.

Supervisory Contributor Roles

Work Activity	Enabling Output	Terminal Output	Rating	Notes
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce at nisl eu enim pretium sagittis. Aliquam fringilla, justo eu rutrum aliquam, est felis vestibulum est, id finibus arcu nisi quis lacus.	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce at nisl eu enim pretium sagittis. Aliquam fringilla, justo eu rutrum aliquam, est felis vestibulum est, id finibus arcu nisi quis lacus.	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce at nisl eu enim pretium sagittis. Aliquam fringilla, justo eu rutrum aliquam, est felis vestibulum est, id finibus arcu nisi quis lacus.		★★★★★

10



11. Click **Insert Notes as Remarks** button.

12. Click **Close** button then review the computed ratings.

13. Click **Next** button.

Customer Focus
Satisfies internal and/or external customer's expectations by delivering services to the highest possible quality standard and maintaining a level of efficiency

Individual Contributor Roles

Work Activity	Enabling Output	Terminal Output	Rating	Notes
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce at nisl eu enim pretium sagittis. Aliquam fringilla, justo eu rutrum aliquam, est felis vestibulum est, id finibus arcu nisi quis lacus.	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce at nisl eu enim pretium sagittis. Aliquam fringilla, justo eu rutrum aliquam, est felis vestibulum est, id finibus arcu nisi quis lacus.	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce at nisl eu enim pretium sagittis. Aliquam fringilla, justo eu rutrum aliquam, est felis vestibulum est, id finibus arcu nisi quis lacus.	3	★★★★☆ Lorem ipsum dolor sit amet.

Team Contributor Roles

Work Activity	Enabling Output	Terminal Output	Rating	Notes
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Supervisory Contributor Roles

Work Activity	Enabling Output	Terminal Output	Rating	Notes
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Buttons: Close, Insert Notes as Remarks, Next

Human Resources Information System Plus 2016
Version 2.0



14. Enter remarks into the following fields:

- Notable Accomplishments
- Strengths
- Opportunities for Improvement
- Overall Comments

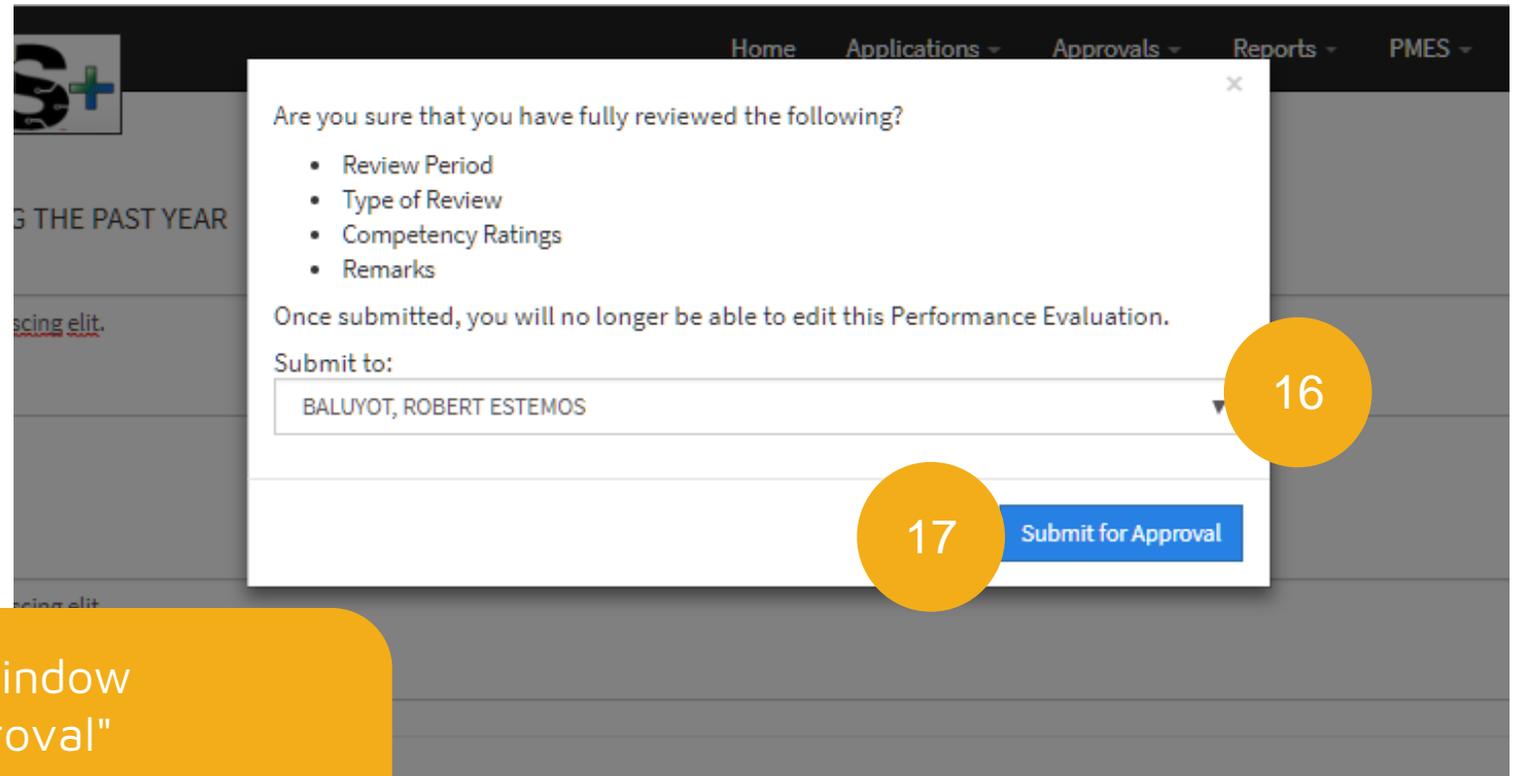
15. Click **Submit for Approval** button.

Note: Always SAVE the EVALUATION to avoid losing data when unforeseen circumstances occur.



16. In the pop-up window that will appear, select the **Approver** from the drop-down menu.

17. Click **Submit for Approval** button.



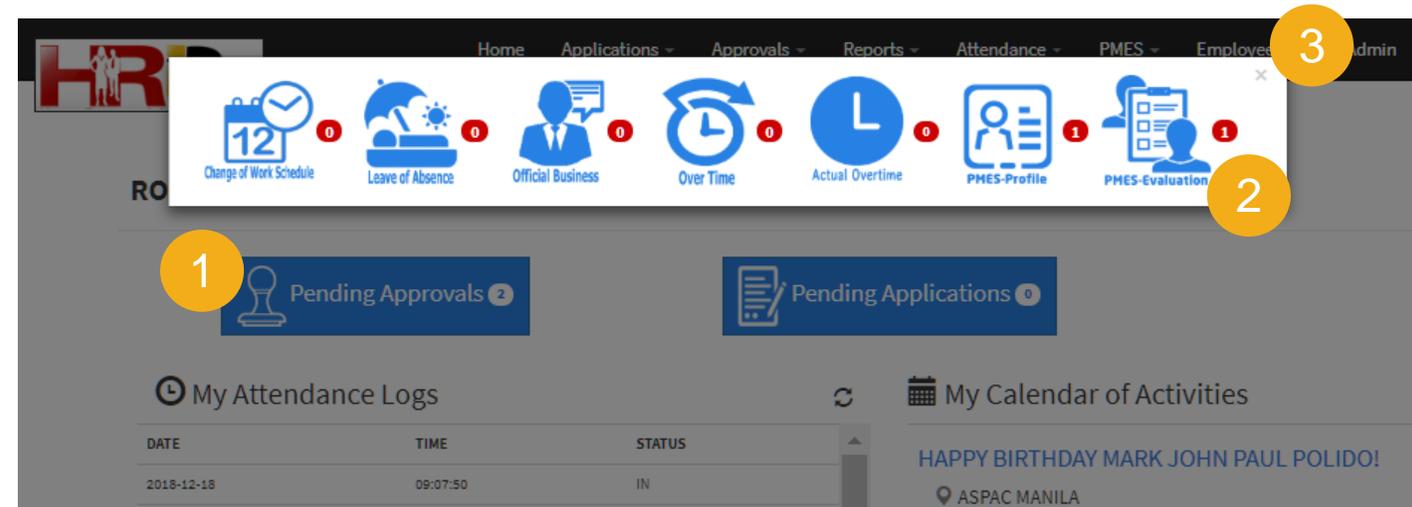
Note: System will display a pop-up window "Successfully submitted for approval"

Then system will notify the Department Head via email.

L. Disapprove Performance Evaluation



1. Click **Pending Approvals** button.
2. In the icons list that will appear, click **PMES-Evaluation** button
3. Hit **X** button.



Note: Only the Department Head has the authority to approve or disapprove the submitted Performance Evaluation.



PMES - Evaluation

FOR MY APPROVAL 4

Date Created	Employee Name	Position Title	Type of Review	Period Covered	Rating	Status
2019-01-07	JOEY BONG PALMIANO	BUSINESS ANALYST	ANNUAL	2018-01-01 - 2018-12-31	4.41	FOR APPROVAL 5 View

4. In the **PMES-Evaluation** section, select **FOR MY APPROVAL** status from the drop-down menu.
5. Click the **View** button of the target Evaluation.
6. Repeat the steps from K. Drafting the Performance Evaluation above. Edit as necessary.



Remarks

JOEY BONG PALMIANO

18-046

BUSINESS ANALYST



Save Evaluation

Approve

Disapprove

7

NOTABLE ACCOMPLISHMENTS DURING THE PAST YEAR

REMARKS:

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STRENGTHS

REMARKS:

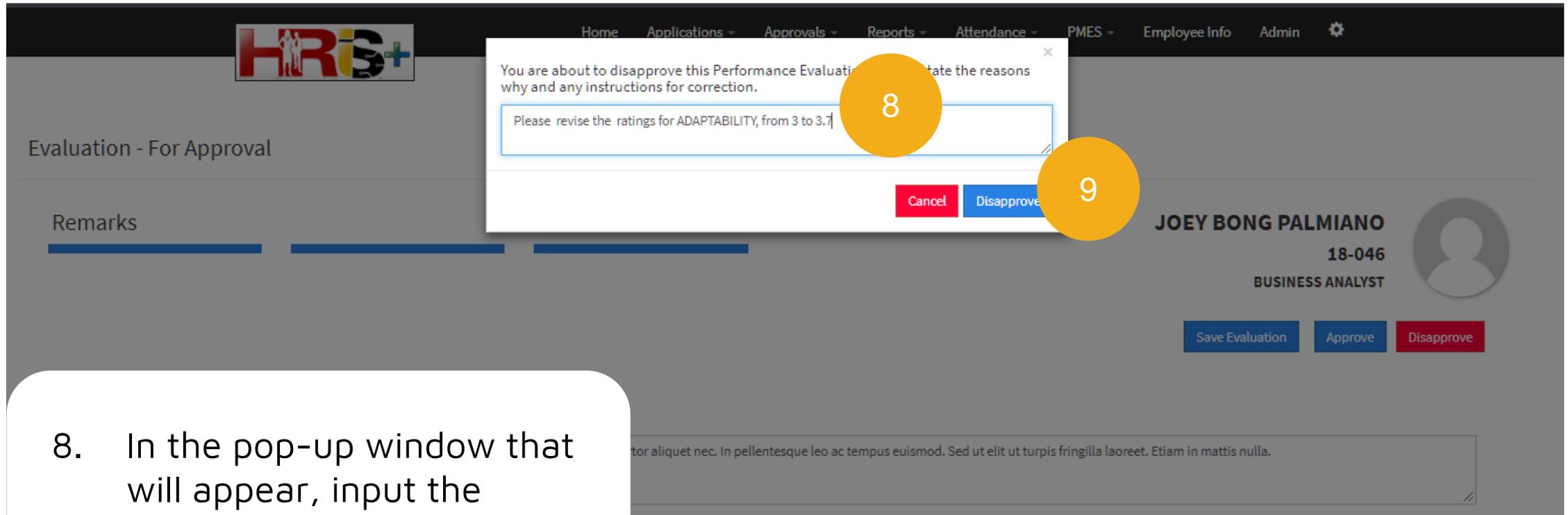
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OPPORTUNITIES FOR IMPROVEMENT

Edit

Next

7. Review the **Appraisee and Position Profile** section, **Competencies** section, and **Remarks** section. If unsatisfied, click the **Disapprove** button.



8. In the pop-up window that will appear, input the **reasons for disapproval**.
9. Click **Disapprove** button.

Note: Once disapproved, system will notify the Division Head via email.

M. Edit Disapproved Performance Evaluation



HRIS+ Home Applications Approvals Reports PMES Employee Info

Position Profile Evaluation **1**

Create New Evaluation

PMES - Evaluation

DRAFT **2**

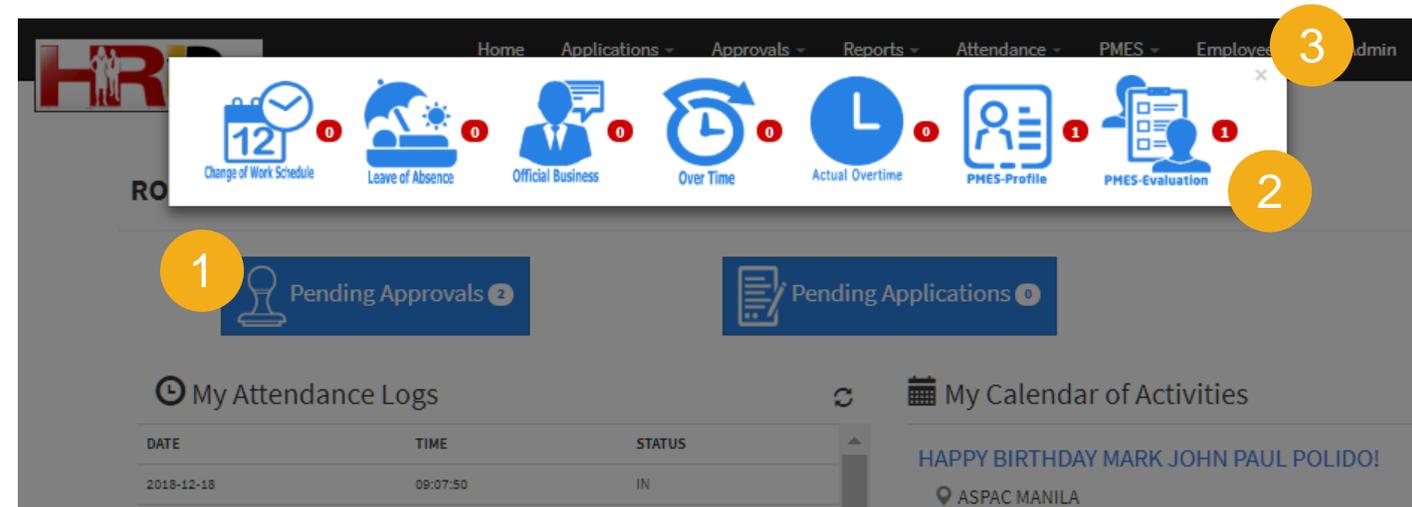
Date Created	Employee Name	Position Title	Type of Review	Period Covered	Rating	Status
2019-01-12	JOEY BONG PALMIANO	BUSINESS ANALYST	ANNUAL	2019-01-12 - 2019-01-12	3.00	DRAFT 3

1. Go to **PMES** tab of HRIS+ menu bar then select the **Evaluation** menu.
2. Select **DRAFT** status from the drop-down menu.
3. Click the **View** button of the target Evaluation.
4. Repeat the steps from K. Drafting the Performance Evaluation above. Edit as necessary.

N. Approve Performance Evaluation



1. Click **Pending Approvals** button.
2. In the icons list that will appear, click **PMES-Evaluation** button
3. Hit **X** button.



Note: Only the Department Head has the authority to approve or disapprove the submitted Evaluation.



PMES - Evaluation

Date Created	Employee Name	Position Title	Type of Review	Period Covered	Rating	Status	
2019-01-12	JOEY BONG PALMIANO	BUSINESS ANALYST	ANNUAL	2019-01-12 - 2019-01-12	3.00	FOR APPROVAL	View

FOR MY APPROVAL ▼ 4

5

4. In the **PMES-Evaluation** section, select **FOR MY APPROVAL** status from the drop-down menu.
5. Click the **View** button of the target Evaluation.



6

Remarks



JOEY BONG PALMIANO

18-046

BUSINESS ANALYST



Save Evaluation

Approve

Disapprove

7

NOTABLE ACCOMPLISHMENTS DURING THE PAST YEAR

REMARKS:

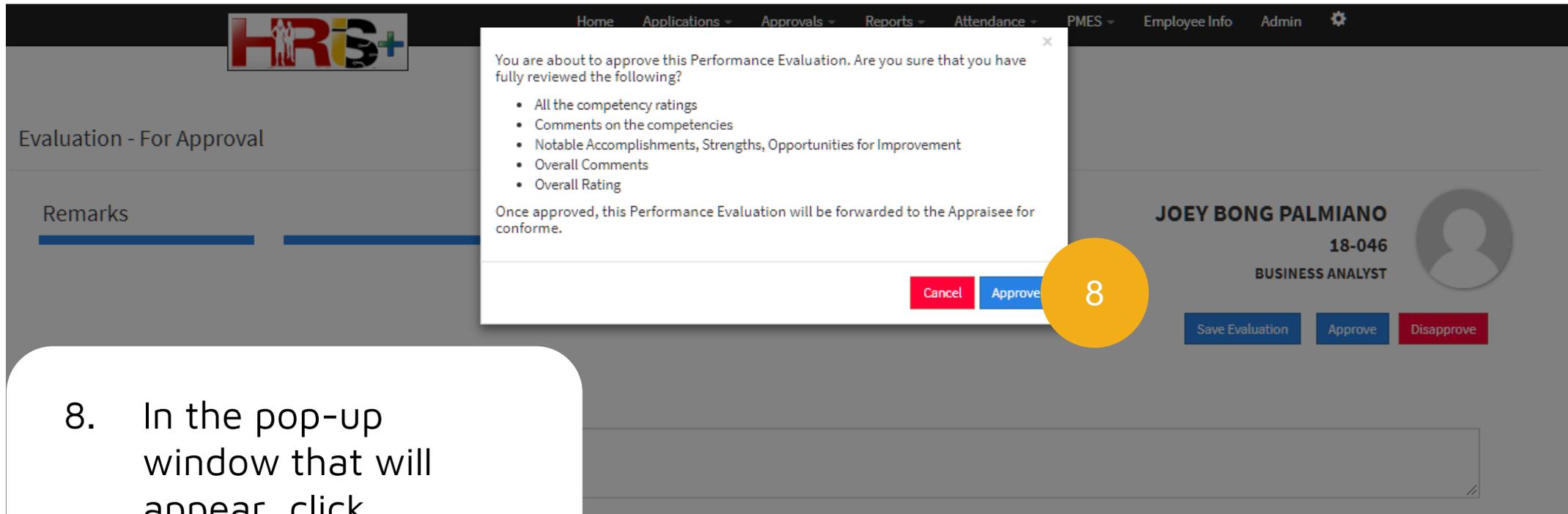
Lorem ipsum dolor sit amet, consectetur adipiscing elit.

STRENGTHS

REMARKS:

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6. Review the **Appraisee and Position Profile, Competencies, and Remarks** sections then edit as necessary.
7. Click **Approve** button.



8. In the pop-up window that will appear, click **Approve** button.

Note: Once Approved, the system will notify the Division Head and the employee via email.

0. Employee Certification



HRIS+ Version 2.0 | 192.168.1.130:8080/hris-current2.3/#/pmes/performance-evaluation

Home Applications PMES Employee Info

PMES - Evaluation

FOR MY CERTIFICATION

Date Created	Employee Name	Position Title	Type of Review	Period Covered	Rating	Status
2019-01-12	JOEY BONG PALMIANO	BUSINESS ANALYST	ANNUAL	2019-01-12 - 2019-01-12	3.00	APPROVED

1. Go to **PMES** tab of HRIS+ menu bar then select the **Evaluation** menu.
2. Select **FOR MY CERTIFICATION** status from the drop-down menu.
3. Click the **View** button of the Evaluation for the certification.



Performance Evaluation

4

Remarks

JOEY BONG PALMIANO
18-046
BUSINESS ANALYST



NOTABLE ACCOMPLISHMENTS DURING THE PAST YEAR

REMARKS:

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STRENGTHS

REMARKS:

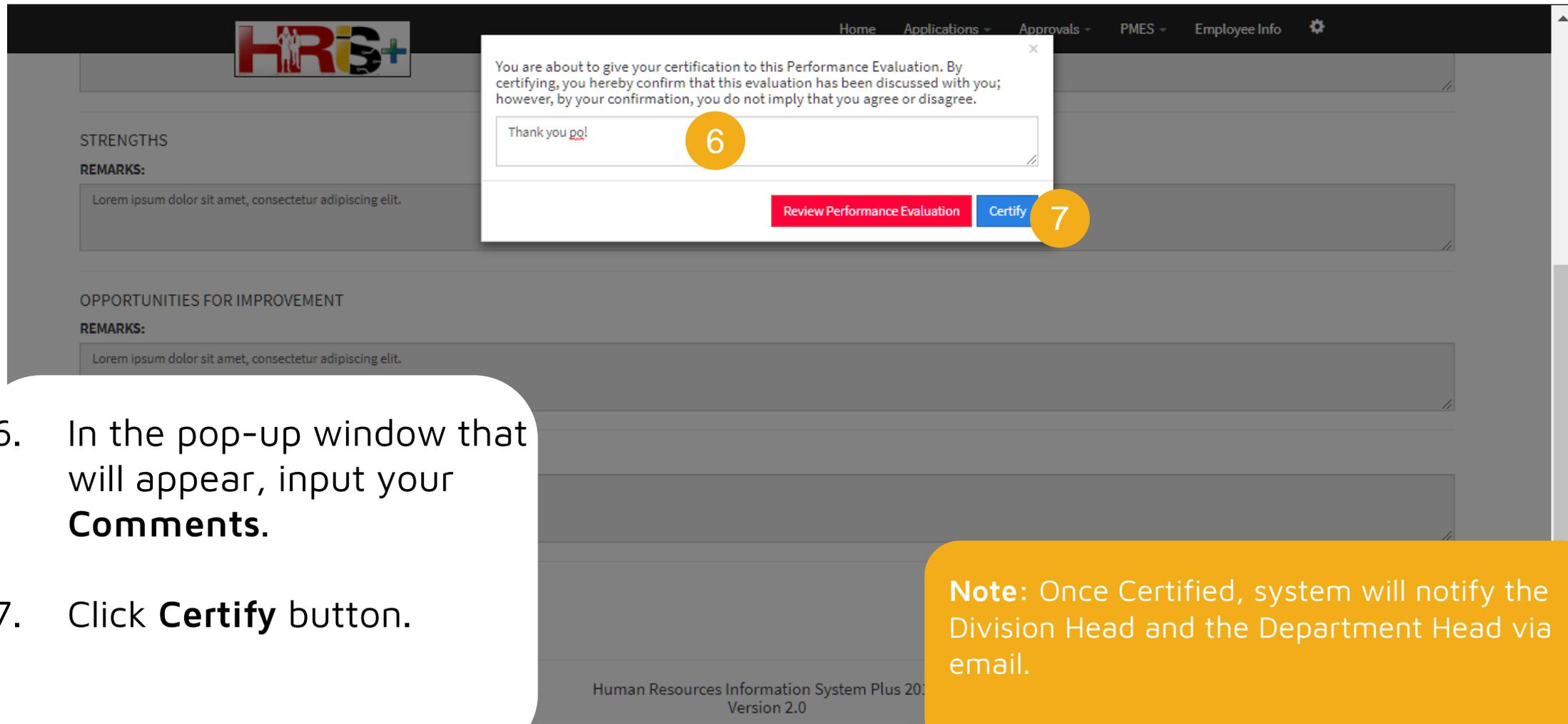
Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Previous

5
Certify

4. Review the **Appraisee and Position Profile, Competencies, and Remarks** sections.
5. Click **Certify** button.

Note: Make sure that your Performance Evaluation has been discussed to you by your Division Head.



6. In the pop-up window that will appear, input your **Comments**.
7. Click **Certify** button.

Note: Once Certified, system will notify the Division Head and the Department Head via email.

P. Print Evaluation



PMES - Evaluation

Date Created	Employee Name	Position Title	Type of Review	Period Covered	Rating	Status	
2019-01-12	JOEY BONG PALMIANO	BUSINESS ANALYST	ANNUAL	2019-01-12 - 2019-01-12	3.00	FINALIZED	View Print

1. Go to **PMES** tab of HRIS+ menu bar then select the **Evaluation** menu.
2. Select **FINALIZED** status from the drop-down menu.
3. Click **Print** button of the target Performance Evaluation.

Q. Generate PMES Competency Summary Report



HRIS+ Home Applications Approvals Reports **1** PMES Employee Info

PMES Summary

PMES Summary Reports

Report Type: **2** PMES Competency Summary Report Review Period From **3** 01/14/2019 To 01/14/2019 Filter by: **4** Employee **5** **6** Retrieve

Print Export to Excel

Name	Position Title	Customer Division	Focus	Accountability	Professional Knowledge	Adaptability	Stress Management	Effective Communication	Teamwork	Analytic/Critical Thinking/Sound Judgement	Innovation/Creativity	Values and Ethics	Self-Management/Self-Development	Compliance	Planning and Organizing	Leadership, Management Skills
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1. Go to **Reports** tab of HRIS+ menu bar then select the **PMES Summary** menu.
2. In **Report Type** field, check **Report type**.
3. In **Review Period** field, input **Date From** and **Date To**.
4. In **Filter by** field, select the applicable filter from the drop-down menu.
5. Input or Select the additional information if any.
6. Click **Retrieve** button.



HRIS+

Home Applications Approvals Reports PMES Employee Info

PMES Summary Reports

Report Type: PMES Competency Summary Report Review Period From 01/01/2018 To 12/31/2018 Filter by: Employee Retrieve

Print Export to Excel

Name	Position Title	Division	Customer Focus	Accountability	Professional Knowledge	Adaptability	Stress Management	Effective Communication	Teamwork	Analytic/Critical Thinking/Sound Judgement	Innovation/Creativity	Values and Ethics	Self-Management/Self-Development	Compliance
LAURINCE PORTACIO	SOFTWARE DEVELOPER	SOFTWARE DEVELOPMENT	1.00	1.00	1.00	4.00	3.50	3.50	2.94	3.33	3.75	3.60	3.03	5.00
JAMES RODNEY PAREL	TECHNICAL SUPPORT	SOFTWARE DEVELOPMENT	2.00	2.00	2.00	2.00	0	2.00	2.00	0	0	0	0	0

7. Sort Columns in **Ascending** or **Descending** order by clicking a specific column header.
8. Optionally, click **Print** button.
9. Optionally, click **Export to Excel** button.

Note: Only the following employee/employee levels can generate this report:

- President
- Department Head
- Division Head
- OD-HR Manager

R. Generate ePMES Summary Report



PMES Summary Reports

Report Type: ePMES Summary Report From: 01/01/2018 To: 01/31/2018 Filter by: Employee [Retrieve](#)

ID Number	Last Name	First Name	Middle Name	Position Title	Company	Division	Department	Type of Review	Rating Period	Rating	Adjectival Rating	Evaluated by:	Approved by:	Remarks	Status	Action
17-029	PAREL	JAMES RODNEY	B	TECHNICAL SUPPORT	ASPAC	SOFTWARE DEVELOPMENT	INFORMATION TECHNOLOGY	ANNUAL	2018-01-01 to 2018-12-31	2.00	UNSATISFACTORY	OLIVER DEL ROSARIO	ROBERT BALUYOT	FAILED	FINALIZED	View
17-029	PAREL	JAMES RODNEY	B	IT TECHNICAL REPRESENTATIVE	ASPAC	INFRASTRUCTURE AND HELPDESK	INFORMATION TECHNOLOGY	ANNUAL	2018-01-01 to 2018-12-31	3.41	SATISFACTORY	OLIVER DEL ROSARIO	ROBERT BALUYOT	PASSED	FINALIZED	View
						BROKERAGE	OPERATIONS	ANNUAL	2018-01-01 to 2018-12-31	3.41	SATISFACTORY	JENILIE GACUTAN	ANICIA PAELDON	PASSED	FINALIZED	View

1. Go to **Reports** module, select **PMES Summary** menu.

Note: Only the following employee/employee levels can generate this report:

- AGM
- OD Department Head
- OD Division Head
- Finance Department Head
- Finance Division Head



2. In **Report Type** field, select **ePMES Summary Report**.
3. In **Review Period** field, input **Date From** and **Date To**.
4. In **Filter by** field, select the applicable filter from the drop-down menu.
5. Input or Select the additional information if any.
6. Click **Retrieve** button.



PMES Summary Reports

Report: ePMES Summary Report Review Period From: 01/01/2018 To: 12/31/2018 Filter by: Employee [Retrieve]

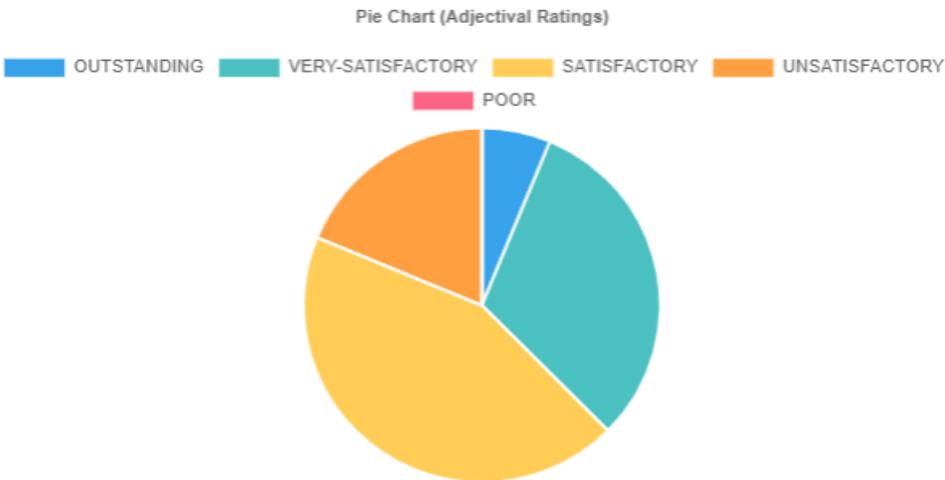
[Print] [Export to Excel]

ID Number	Last Name	First Name	Middle Name	Position Title	Company	Division	Department	Type of Review	Rating Period	Rating	Adjectival Rating	Evaluated by:	Approved by:	Remarks	Status	Action
15-029	PORTACIO	LAURINCE	MANALO	SOFTWARE DEVELOPER	ASPAC	SOFTWARE DEVELOPMENT	INFORMATION TECHNOLOGY	SEMI-ANNUAL	2018-12-19 to 2018-12-19	3.12	SATISFACTORY	OLIVER DEL ROSARIO	ROBERT BALUYOT	PASSED	FINALIZED	View
15-029	PORTACIO	LAURINCE	MANALO	SOFTWARE DEVELOPER	ASPAC	SOFTWARE DEVELOPMENT	INFORMATION TECHNOLOGY	ANNUAL	2018-12-19 to 2018-12-19	4.74	OUTSTANDING	OLIVER DEL ROSARIO	ROBERT BALUYOT	PASSED	FINALIZED	View

7. Sort Columns in **Ascending** or **Descending** order by clicking the **rating** column header.
8. To view the **finalized evaluation** of a particular employee, click **View** button.
9. Optionally, click **Print** button.
10. Optionally, click **Export to Excel** button.



 Home Applications Approvals Reports Attendance PMES Employee Info 																
17-029	PAREL	JAMES RODNEY	B	TECHNICAL SUPPORT	ASPAC	SOFTWARE DEVELOPMENT	INFORMATION TECHNOLOGY	ANNUAL	2018-01-01 to 2018-12-31	2.00	UNSATISFACTORY	OLIVER DEL ROSARIO	ROBERT BALUYOT	FAILED	FINALIZED	View
17-029	PAREL	JAMES RODNEY	B	IT TECHNICAL REPRESENTATIVE	ASPAC	INFRASTRUCTURE SUPPORT	INFORMATION TECHNOLOGY	ANNUAL	2018-01-01 to 2018-12-31	3.41	SATISFACTORY	OLIVER DEL ROSARIO	ROBERT BALUYOT	PASSED	FINALIZED	View



Note: Graphical Charts are available for viewing.



Thank
you.